BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2210

1 NOVEMBER 1999

Personnel

AIRFIELD OPERATIONS OFFICER TRAINING
PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFPDO WWW site at: http://afpubs.hq.af.mil. If you lack access, contact your Publishing Distribution Office (PDO).

This instruction implements AFPD 36-22, *Military Training*. It establishes the US Air Force Airfield Operations Officer Training Program (OTP) as described in the online catalog, *Education and Training Course Announcements (ETCA)*. It covers program guidance, procedures and content. It applies to all units tasked with upgrading airfield operations officers including Air National Guard and US Air Force Reserve. The OTP is a formal US Air Force school designed to train officers in the Air Force Specialty Code (AFSC) 13M and consists of operational and management training. The Privacy Act of 1974 applies to this instruction. Maintain and dispose of all records created as a result of processes prescribed herein IAW AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Significant changes include: Modified course lengths (paragraphs **3.1.3.**, **3.1.4.** and **3.1.5.**); deleted requirement for position certifications and award of AFSC 13M3 for specified officers attending OTP (paragraph **3.1.3.**); reformatted management training (paragraph **3.2.**); revised operational training (paragraph**3.3.**); replaced "Shadow Program" with Flight Operations Orientation (paragraph **3.4.**); modified procedures for removal from training (paragraph **3.5.**); modified Distinguished Graduate selection procedures (paragraph **4.1.**); added TERPS and Airfield Management to management training subjects (**Attachment 2**); provided schedule for management training (**Attachment 3**).

Chapter 1

FUNCTIONAL RESPONSIBILITIES

1.1. Functional Management (AFFSA/XAOF):

1.1.1. Serve as Air Force program manager for the Officer Training Program (OTP).

1.1.2. Provide overall guidance and training objectives for OTP.

1.1.3. Determine training requirements and develop training objectives.

1.1.4. Evaluate the effectiveness of the training program. Monitor each graduate by name and follow-on assignment and send an evaluation letter and survey to graduates and their supervisors 6 months after graduation. Inform graduates and supervisors to send all responses directly to AFFSA/ XAOF with an information copy to their MAJCOM OPR for airfield operations.

1.1.5. Send copies of graduate and supervisor evaluations to Headquarters, Air Education and Training Command OPR for Air Traffic Services (HQ AETC AOS/AOF) for review.

1.1.6. Conduct program reviews with HQ AETC AOS/AOF, MAJCOM OPRs for airfield operations and each OTP site's Chief, Officer Training Program.

1.1.7. Conduct periodic visits at the OTP sites. Visits may be accomplished in conjunction with HQ AETC AOS/AOF.

1.2. HQ AETC AOS/AOF:

1.2.1. Forward any HQ AETC supplement to this instruction to HQ AFFSA/XAOF for review and approval prior to implementation.

1.2.2. Conduct OTP at applicable AETC bases.

1.2.3. Monitor program structure and content and submit recommended changes to AFFSA/XAOF.

1.2.4. Review management lesson plans and tests.

1.2.5. Conduct staff assistance visits to each training location to assess training workload, training documents, management and operational training methods, program standardization and operational/ management training.

1.2.6. Host workshops to discuss OTP current issues and advise AFFSA/XAOF of workshops.

1.2.7. Review graduate and supervisor evaluations and forward copies (without identifying the student or supervisor) to OTP locations.

1.3. MAJCOM OPRs for Airfield Operations. Review supervisor and graduate evaluations.

1.4. HQ AFPC/DPAOO2. Select officers for their post-OTP assignment prior to graduation from technical training at Keesler AFB.

1.5. Chief, Officer Training Program (COTP). The COTP is functionally and organizationally aligned directly under the Airfield Operations Flight Commander.

1.5.1. Operate and manage the OTP. Administer training for all student officers. Ensure the training requirements of this instruction and AFI 13-203, *Air Traffic Control*, are met.

1.5.2. Recommend modifications in the program structure or content to HQ AETC AOS/AOF.

1.5.3. Provide feedback to the Keesler Technical Training Center via the Graduate Assessment Survey or Field Evaluation Questionnaire. Use the AFSC 13M1 Course Training Standard as a basis for evaluations.

1.5.4. Coordinate changes in projected graduation dates with HQ AFPC/DPAOO2.

1.5.5. For students qualifying for upgrade to AFSC 13M3, notify the gaining unit to take appropriate upgrade action through the PC-III system.

1.5.6. Prepare the monthly OTP Personnel Report (RCS: HAF-FSA(M)9451) for HQ AETC AOS/AOF with courtesy copies to AFFSA/XAOF and AFPC/DPAOO2. This report is designated emergency status code D. Discontinue reporting data requirements during emergency conditions. Reports should include as a minimum:

   1.5.6.1. Student training status.

   1.5.6.2. Training extensions.

   1.5.6.3. Distinguished Graduates.

   1.5.6.4. Projected class graduation dates.

   1.5.6.5. Students experiencing difficulty in training.

1.6. Airfield Operations Flight Commander (AOF/CC):

1.6.1. Provide management oversight to ensure quality support of OTP requirements.

1.6.2. Integrate officer training into the flight's Controller Development Program (CDP).

1.6.3. Coordinate with the COTP to ensure officer trainees are assigned to crews on all shifts where training (simulator, live traffic or knowledge-based) can be accomplished.

Chapter 2

QUALIFICATIONS

2.1. COTP Qualifications:

2.1.1. Possess AFSC 13M3, minimum grade of Captain and 5 years AOF experience including a minimum 3 years of AOF/CC experience at a Radar Approach Control (RAPCON) location.

2.1.2. Complete Academic Instructor School (AIS) prior to or within 6 months after assuming COTP duties.

2.1.3. Complete the Chief, Airfield Management (CAM) Course either prior to or within 6 months after assuming COTP duties.

2.1.4. Comply with AOF/CC certification and proficiency requirements in AFI 13-203.

2.2. Recommended Training Items for COTPs:

2.2.1. Airspace Management Course.

2.2.2. Terminal Instrument Procedures (TERPS) Course.

2.2.3. Joint Aerospace Command and Control Course (JAC2C).

Chapter 3

COURSE AND UPGRADE REQUIREMENTS

3.1. General Course Information:

3.1.1. Completion of OTP is mandatory.

3.1.2. Classes graduating from the basic course at Keesler AFB report as a class to OTP.

3.1.3. The most common program is 20 weeks long, beginning with 4 weeks of management training (described in paragraph **3.2.** of this instruction), followed by 16 weeks of operational training (described in paragraph **3.3.** of this instruction). ATC facility position certifications are not awarded after completion of operational training. Officers graduate from this course with AFSC 13M1. Upgrade to AFSC 13M3 is predicated on completion of facility ratings or position certifications required by AFI 13-203 at each officer's first operational unit of assignment.

3.1.4. Selected officers possessing at least 3 years of enlisted USAF ATC experience that included the award of Special Experience Identifier (SEI) 056 (control tower) or 364 (RAPCON) attend a 4-week program consisting of management training only; these officers are upgraded to AFSC 13M3 upon graduation. AFPC/DPAOO2 will approve or disapprove attendance in temporary duty status for these prior-enlisted controllers following a review of the individual's previous ATC experience. Air National Guard (ANG) officers assigned as an ATC Squadron Commander also attend the 4-week program (management training). ANG/DOBT will coordinate with the home unit and the appropriate COTP on a case-by-case basis to determine the most expeditious upgrade timeline for each ATCS/ CC. All other ANG ATC officers will follow the upgrade process detailed in this instruction.

3.1.5. Officers with follow-on assignments to remote assignment locations or locations without an ATC function attend a 40-week program including management training and operational training leading to actual position certifications. These officers obtain approach, approach assist and local control position certifications for upgrade to AFSC 13M3 upon graduation. This upgrade training will begin after completion of management training. These officers will also receive 2 weeks of airfield management/base operations operational training during the 40-week program.

3.2. Management Training. Conducted during the first 4 weeks of training in a formal academic environment. Conduct training in a classroom environment, using lecture format and out-of-class assignments. Use subject area expertise (guest speakers) when possible. Emphasize day-to-day management situations faced by AOF officers. The COTP should develop exercises, role-playing scenarios or projects as a means for the students to apply the academic principles and facts from each lesson plan. Help students develop sound management philosophies by analyzing actual management practices. All students attend class (i.e., none absent for operational training, etc.). See **Attachment 2** for subject areas. See attachment 3 for management training schedule.

3.3. Operational Training. Conducted during weeks 5 though 20.

3.3.1. Normal Flow: Trainees are distributed throughout Airfield Operations Flight facilities. Training blocks are established by calendar days, with minimal "time off" allowances for "productivity days", holidays or other types of "lost" training days. The Chief, Air Traffic Control Training (CATCT), Airfield Management Training Manager and the COTP will develop officer training guides tailored to meet the needs of the OTP curriculum. Trainees progress through training rotations (see

Table 3.1. below) that include hands-on control of live and simulated air traffic and practical application of operational principles. By the end of each training block, students pass a knowledge and practical test required for them in the CDP. Students who complete a block ahead of schedule remain in that block for additional proficiency/learning until the next scheduled rotation (position shift) occurs.

3.3.2. Time spent in each position is as follows (students rotate positions every 4 weeks):

Local Control: 4 weeks

Ground Control: 2 weeks*

Approach/Departure Control: 4 weeks

Arrival Control: 4 weeks

Airfield Management/Base Operations: 2 weeks*

* The Ground Control and Airfield Management/Base Operations training blocks are each 2 weeks long, split evenly within a 4-week period.

Table 3.1. Sample OTP Schedule

Weeks	1-4	5-8				9-12				13-16				17-20			
		LC	GC/Afld	AC/AD	AR	LC	GC/Afld	AC/AD	AR	LC	GC/Afld	AC/AD	AR	LC	GC/Afld	AC/AD	AR
Lt 1	M	x					x					x					x
Lt 2	A	x					x					x					x
Lt 3	N	x					x					x					x
Lt 4	A		x			x							x			x	
Lt 5	G		x			x							x			x	
Lt 6	E		x			x							x			x	
Lt 7	M			x					x	x					x		
Lt 8	E			x					x	x					x		
Lt 9	N			x					x	x					x		
Lt 10	T				x			x			x			x			
Lt 11	"				x			x			x			x			
Lt 12	"				x			x			x			x			

3.3.3. Trainers and monitors will prepare periodic evaluations on officers in operational training at least once per round of shifts or weekly. Students in training for position certifications per paragraph 3.1.5 of this instruction will be evaluated IAW the CDP.

3.3.4. Do not assign additional duties that detract from training.

3.4. Flight Operations Orientation. During management or operational training, the COTP will monitor upcoming meetings, boards or other events that the student will likely be involved in at an operational unit. Many of these events are "targets of opportunity," but excellent training opportunities. Include:

3.4.1. Airfield Operations Board.

3.4.2. Air Traffic Control and Landing Systems (ATCALS) Review Board.

3.4.3. Instrument Refresher Course.

3.4.4. Midair Collision Avoidance Visits.

3.4.5. Bird/Wildlife Aircraft Strike Hazard Working Group.

3.4.6. Flying Safety Meeting.

3.4.7. Supervisor of Flying Meeting.

3.4.8. OSS Squadron Staff Meeting.

3.4.9. Pre-Construction Meeting (on an airfield project).

3.4.10. Pilot/Controller Liaison Program Meeting.

3.4.11. Training Review Board.

3.4.12. Wing Foreign Object Damage (FOD) Meeting.

3.5. Elimination from Training. The OTP training curriculum is designed to provide management training and hands-on, operational experience in ATC facilities. Additionally, it evaluates a student's potential to complete qualifications required to upgrade to AFSC 13M3. Students failing a block of instruction (e.g., failing practical and/or knowledge test) and a subsequent re-test will be eliminated from training. While the OTP is geared toward success, the OTP training team must understand that occasionally a student will enter the program without the skills necessary to complete it. OTP students are not qualified controllers and not subject to withdrawal procedures in AFI 13-203; process the officer IAW AFI 36-2201.

Chapter 4

DISTINGUISHED GRADUATE (DG) RECOGNITION PROGRAM

4.1. Eligibility and Evaluation. To be considered for DG honors, students must earn an average score of 90 percent on management training measurements and a 90 percent average on operational training measurements. In addition to academic achievement and performance skills rankings among the students, use the "whole person" concept to evaluate potential DG candidates. Within the whole person concept, consider the student's performance, officership, duty (training) performance and professional qualities (e.g., character, integrity, leadership, followership and team building). To retain the integrity of the DG recognition program, no more than 10 percent of the class should be selected for DG status. The COTP will coordinate potential DG awards with the CCTLRs and the AOF/CC, then provide recommendations to the squadron commander for approval. *Note: There are three OTP courses (4, 20, and 40-week lengths); for determining compliance with the 10 percent rule, consider students in different programs to be in separate classes.*

4.2. Recognition. The COTP sends the names of DGs, along with all appropriate information, on a generic AF Form 1256, **Certificate of Training**, to AFFSA/XAOF. XAOF will complete the AF Form 1256 and obtain the AFFSA/CC signature, then return the certificate to the OTP site.

MARVIN R. ESMOND,   Lt Gen, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

NOTE:

The following publications are essential for the OTP. This listing does not authorize individual copies, but lists publications that must be available to the COTP. NOTE: The symbol # indicates each student should have a personal copy for study and reference. Students should also have access to the AOF Web.

AFI 10-212, *Air Base Operability*

AFI 10-403, *Deployment Planning*

AFI 10-414, *Requesting and Employing Combat Communications Resources in Peacetime*

AFI 10-707, *Spectrum Interference Resolution Program*

AFI 10-1001, *Civil Aircraft Landing Permits*

AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*

AFI 10-1003, *Use of Air Force Installations for Non-Government Business by Civil Air Carriers Participating in the Civil Air Reserve Fleet (CRAF) Program*

AFI 11-201, *Flight Information Publications*

AFI 11-202V3, *General Flight Rules*

AFI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

AFJMAN 11-208, *The Department of Defense Notice to Airmen (NOTAM) Systems*

AFI 11-209, *Air Force Participation in Aerial Events*

AFI 11-218, *Aircraft Operation and Movement on the Ground*

AFJMAN 11-225, *United States Standard Flight Inspection Manual*

AFJMAN 11-226, FAA Handbook 8260.3, *US Standard for Terminal Instrument Procedures (TERPS)*

AFMAN 11-230, *Instrument Procedures*

AFI 11-290, *Cockpit/Crew Resource Management Program*

AFI 13-201, *Air Force Airspace Management*

AFI 13-203, *Air Traffic Control*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO)*

AFI 31-209, *The AF Resource Protection Program*

AFI 13-213, *Airfield Management*

AFMAN 13-215, *ATC Radar Maps and Associated Systems*

AFI 13-216, *Evaluation of Air Traffic Control and Landing Systems (ATCALS)*

AFI 13-218, *Air Traffic System Evaluation Program*

AFI 32-1042, *Standards for Marking Airfields*

AFI 32-1043, *Managing Aircraft Arresting Systems*

AFI 32-1044, *Visual Air Navigation Systems*

AFI 32-1063, *Electrical Power Systems*

AFI 32-1076, *Design Standards for Visual Air Navigation Facilities*

AFMAN 32-1123, *Airfield and Heliport Planning and Design*

AFI 36-1001, *Managing the Civilian Performance Program*

AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

AFI 36-2210, *Airfield Operations Officer Training Program*

AFMAN 36-2234, *Instructional System Development*

AFI 36-2403, *Enlisted Evaluation System (EES)*

AFI 36-2807, *HQ USAF Deputy Chief of Staff Air and Space Operations Annual Awards
           Program*

AFI 36-2923, *Aeronautical, Duty and Occupational Badges*

AFMAN 37-123, *Management of Records*

AFMAN 37-126, *Preparing Official Communications*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFMAN 37-139, *Records Disposition Schedule*

AFI 37-161, *Distribution Management*

AFI 48-123, *Medical Examination and Standards*

AFMAN 64-108, *Service Contracts*

AFI 90-201, *Inspector General Activities*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFJI 91-206, *Participation in a Military or Civil Aircraft Accident Safety Investigation*

AFPAM 91-212, *Bird Aircraft Strike Hazard (BASH) Management Techniques*

Air Traffic Control Training Series

(See Air Force Index 25 for current listing of ATC training series)

Federal Aviation Regulations

Part 01, *Definitions and Abbreviations*

Part 65, *Certification: Airman Other Than Flight Crew Members*

Part 71, *Designation of Federal Airways, Controlled Airspace, and Reporting Points*

Part 73, *Special-Use Airspace*

Part 77, *Objects Affecting Navigable Airspace*

Part 91, *General Operating and Flight Rules*

Part 93, *Special Air Traffic Rules and Airport Traffic Patterns*

Part 95, *IFR Altitudes*

Part 97, *Standard Instrument Approach Procedures*

Part 105, *Parachute Jumping*

Part 157, *Notice of Construction Alteration, Activation, and Deactivation of Airports*

Part 171, *Non-Federal Navigation Facilities*

FAA Handbooks and Orders

7100.8, *Standard Instrument Departure (SID)*

7100.9, *Standard Terminal Arrival (STAR)*

7110.52, *Suspected Illegal Use of Aircraft*

7110.65, *Air Traffic Control*

7110.67, *Special Aircraft Operations by Law Enforcement Organizations*

7110.88, *Optimum Descent Procedures*

7130.3, *Holding Pattern Criteria*

7210.3, *Facility Operation and Administration*

7220.1, *Air Traffic Control Certification Procedures*

7340.1, *Contractions*

7350.6, *Location Identifiers*

7400.2, *Procedures for Handling Airspace Matters*

7610.4, *Special Military Operations*

8240.36, *Instructions for Flight Inspection Reporting*

8240.41, *Flight Inspection/Air Traffic Coordination*

8260.19, *Flight Procedures and Airspace*

Aeronautical Information Manual (AIM)

DoD Flight Information Publications

DoD Flight Information Handbook

High and Low Altitude Instrument Approach Procedures

High and Low Altitude Charts

VFR and IFR Supplements

Planning Data and Procedures

Foreign Clearance Guide

Joint Publications

AFDD 12, *Airspace Control*

JPub 3-52, *Doctrine for Joint Airspace Control in the Combat Zone*

JPub 3-10, *Joint Rear Area Operations*

JPub 3-10.1, *JTTP for Base Defense*

JPub 3-56.1, *Command and Control for Joint Air Operations*

Other

Base Airfield Operations Instruction (Local Flying LOP)

Instruction

OTP Lesson Plans

Abbreviations and Acronyms

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFR—Air Force Regulation

AFREP—Air Force Representative

AFSC—Air Force Specialty Code

AIS—Academic Instructor School (also Aeronautical Information System)

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

ARTCC—Air Route Traffic Control Center

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATCS—Air Traffic Control Specialty

ATSEP—Air Traffic System Evaluation Program

BASH—Bird-Aircraft Strike Hazard

CATCT—Chief, Air Traffic Control Training

CCG—Combat Communications Group

CDP—Controller Development Program

CHUM—Chart Updating Manual

CIRVIS—Communications Instructions for Reporting Vital Intelligence Sightings

COTP—Chief, Officer Training Program

CRM—Crew Resource Management

CSE—Chief, Standardization & Evaluation

CTO—Control Tower Operator

DG—Distinguished Graduate

EES—Enlisted Evaluation System

EMI—Electromagnetic Interference

ESL—Emergency Staffing Level

FAA—Federal Aviation Administration

FAAO—Federal Aviation Administration Order

FBO—Fixed Base Operator

FLIP—Flight Information Publication

FOUO—For Official Use Only

HATR—Hazardous Air Traffic Report

ICAO—International Civil Aviation Organization

IFR—Instrument Flight Rules

JANAP—Joint Army, Navy, Air Force Publication

JP—Joint Publication

LOA—Letter of Agreement

LOP—Local Operating Procedure

MACA—Midair Collision Avoidance Program

MAJCOM—Major Command

MSAW—Minimum Safe Altitude Warning

NAVAID—Navigational Aid

NOTAM—Notice to Airmen

OPR—Officer Performance Report

ORE—Operational Readiness Exercise

ORI—Operational Readiness Inspection

OTP—Officer Training Program

PAR—Precision Approach Radar

PIDP—Programmable Indicator Data Processor

RAPCON—Radar Approach Control (USAF)

SEI—Special Experience Identifier

TAGS—Theater Air Ground System

TERPS—Terminal Instrument Procedures

TRACON—Terminal Radar Approach Control (FAA)

UTC—Unit Type Code

Attachment 2

MANAGEMENT TRAINING OBJECTIVES

Section A2A— Introduction

A2.1. Orientation. The COTP will provide an orientation to the class upon arrival. This is the officers' first introduction to OTP and an opportunity to explain the program. The COTP will brief and/or accomplish the following items (paragraphs A.2.1.1 through A.2.1.4) during the introductory phase.

A2.1.1. Airfield Operations Officer Training Program:

A2.1.1.1. Describe the OTP organizational structure for the unit, MAJCOM and AFFSA/XAOF.

A2.1.1.2. Explain the program purpose.

A2.1.1.3. Describe the course content (Operational Training and Management Training management lessons, program, ATC and airfield-related special projects and student projects).

A2.1.1.4. Discuss the evaluation process (e.g., daily performance, tests, OPRs, etc.).

A2.1.1.5. Explain the DG recognition program.

A2.1.2. Student Responsibilities:

A2.1.2.1. Describe AOF officer duties/responsibilities per AFMAN 36-2105 and AFI 13-203.

A2.1.2.2. Describe student AOF officer duties and responsibilities.

A2.1.2.3. Describe COTP duties and responsibilities.

A2.1.3. Course Administration:

A2.1.3.1. Identify and distribute course materials.

A2.1.3.2. Explain the administration of student records:

A2.1.3.2.1. Operational training folder.

A2.1.3.2.2. Management training folder.

A2.1.3.3. Explain officer practices and administration procedures:

A2.1.3.4. Files and publications library.

A2.1.4. Staff Introduction/Facility Orientation

Section A2B— Management Lessons

A2.2. BLOCK I - AIRFIELD OPERATIONS

A2.2.1. **PART 1**

A2.2.1.1. **Organization and Chain of Command:**

A2.2.1.1.1. Given AFI 13-203 and AFI 13-213, identify the functions and working relationships within airfield operations.

A2.2.1.1.2. Given FAAO 7610.4, identify the responsibilities of an Air Traffic Representative (ATREP).

A2.2.1.1.3. Given FAAO 7610.4, identify the responsibilities of an Air Force Representative (AFREP).

A2.2.1.1.4. Given FAAO 7610.4, describe the Air Route Traffic Control Center (ARTCC) Military Liaison Office.

A2.2.1.1.5. If practical, visit an FAA, contract or municipal ATC facility (TRACON, Tower, or Air Route Traffic Control Center.) NOTE: These visits may be rescheduled/deferred to a point within the program where feasible.

A2.2.1.1.6. Visit a local civil airport. Include visits at a fixed base operator (providing aircraft rentals or flight instruction). NOTE: This visit may be deferred to a point within the program where more practical (MACA visit, flight safety meeting, etc.)

A2.2.1.1.7. Given Air Force mission directives (AFMD), describe the relationship between:

A2.2.1.1.7.1. AOF and wing chain of command.

A2.2.1.1.7.2. The unit and the MAJCOM.

A2.2.1.1.7.3. The MAJCOM and AFFSA.

A2.2.1.2. **General Office Administration:**

A2.2.1.2.1. Given AFI 37-161, *Distribution Management*, explain the procedure for obtaining publications and forms.

A2.2.1.2.2. Given AFMAN 37-123, *Management of Records*, define the procedure for arranging documentation/files maintenance.

A2.2.1.2.3. Given AFMAN 37-139, *Records Disposition Schedule*, explain the procedure for disposition of documentation.

A2.2.1.2.4. Explain the unit budget process and Program Element Code 35114. (TR: Unit Resource Advisor)

A2.2.1.2.5. Given AFI 37-126, demonstrate the current format for a formal letter, a memorandum for record, an AF Form 1768, **Staff Summary Sheet**, and a message.

A2.2.1.3. **Administrative Procedures:**

A2.2.1.3.1. Given AFI 13-203:

A2.2.1.3.1.1. Define the purpose of this instruction.

A2.2.1.3.1.2. Draft a sample letter of agreement and an operations letter and describe the required coordination.

A2.2.1.3.1.3. Describe the purpose and contents of base local operating procedures (LOPs) and operations plans (OPLANs).

A2.2.1.3.2. Given AFI 13-213, *Airfield Management*:

A2.2.1.3.2.1. Define the purpose of this instruction.

A2.2.1.3.2.2. Develop a draft quick reaction checklist and the required coordination.

A2.2.1.3.3. Given AFMAN 37-139, identify the disposition or requirement for:

A2.2.1.3.3.1. Daily record of facility operation forms, position logs, equipment logs, required data for performing PAR alignments, flight plans (or equivalent), NOTAMs, airfield advisories and hazard reports.

A2.2.1.3.3.2. FAA Form 7230-7-2, **Flight Progress Strip (Automated)**, and FAA Form 7230-8, **Flight Progress Strip**. If necessary, obtain the subject forms from the nearest FAA facility/office.

A2.2.1.3.3.3. Written and recorded ATC tape information.

A2.2.1.4. General Flight Rules:

A2.2.1.4.1. Define purpose and scope of AFI 11-202V3, *General Flight Rules*.

A2.2.1.4.2. Define purpose and scope of FAR Part 91.

A2.2.1.4.3. Given International Civil Aviation Organization (ICAO) DOC 4444, Annex II, define the purpose and scope of ICAO.

A2.2.1.5. Airspace:

A2.2.1.5.1. Given FAAO 7110.65, identify and define the types and classes of airspace.

A2.2.1.5.2. Given FAAO 7400.2, define the difference between rulemaking and non-rulemaking airspace actions.

A2.2.1.5.3. Given FAAO 7610.4 and 7400.2, identify the types of special use airspace and types of operation contained within each category of airspace.

A2.2.1.5.4. Given FAAO 7400.2 and AFI 13-201, list the procedures used to establish special use airspace.

A2.2.1.5.5. Given FAAO 7610.4, AP1A and AP1B, identify the types of military training routes.

A2.2.1.5.6. Understand the interface between AOF and airspace management.

A2.2.1.6. **Airfield Facility Operations:**

A2.2.1.6.1. Given AFIs 13-203, 31-209, *The Resources Protection Program*, and 10-212, *Air Base Operability*, state the security requirements for ATC facilities.

A2.2.1.6.2. Given AFI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, identify the ATC and airfield management procedure for handling aircraft carrying hazardous material.

A2.2.1.6.3. Given AFI 13-203, identify the requirement for landline operations and emergency frequencies.

A2.2.1.6.4. Given AFI 13-203 and AFI 32-1063, *Electric Power Systems*, identify the require-ment for back-up generator capability and operating requirements.

A2.2.2. PART 2

A2.2.2.1. **Airfield Management:**

A2.2.2.1.1. Given AFIs 13-213 and 13-203, identify the responsibilities of airfield management concerning:

A2.2.2.1.1.1. Duties and responsibilities of the Chief, Airfield Management.

A2.2.2.1.1.2. Flight Information Publications.

A2.2.2.1.1.3. Flight Planning.

A2.2.2.1.1.4. Distinguished Visitor Procedures.

A2.2.2.1.1.5. NOTAMs.

A2.2.2.1.1.6. Airfield/Runway Inspections and Checks.

A2.2.2.1.1.7. Emergency Procedures.

A2.2.2.1.1.8. Airfield Waivers.

A2.2.2.1.1.9. Airfield Lighting/Signs/Markings.

A2.2.2.1.1.10. Flightline Drivers Training Program.

A2.2.2.1.1.11. Construction Contracts.

A2.2.2.1.1.12. Letters of Agreement.

A2.2.2.1.1.13. Armament/Hot Cargo Area Establishment and Procedures.

A2.2.2.1.1.14. Airfield/Runway Opening and Closing.

A2.2.2.1.1.15. Wing Safety Interface.

A2.2.2.1.1.16. Given AFI 13-207, *Preventing and Resisting Aircraft Piracy (FOUO)*, describe the responsibilities of airfield management concerning anti-hijack procedures.

A2.2.2.1.2. Given AFI 32-1042, *Standards for Marking Airfields*, identify the responsibilities of airfield management concerning airfield markings.

A2.2.2.1.3. Given AFMAN 32-1123, *Airfield and Heliport Planning and Design*, identify the responsibilities of airfield management concerning airfield lighting.

A2.2.2.1.4. Given AFIs 10-1001, *Civil Aircraft Landing Permits*; 1002, *Agreements for Civil Aircraft Use of Air Force Airfields*; and 1003, *Use of Air Force Installations for Non- Government Business by Civil Air Carriers Participating in the Civil Air Reserve Fleet (CRAF) Program*, identify the responsibilities of airfield management concerning civil aircraft use of military airfields, landing permits and agreements.

A2.2.2.2. Contracting Services:

A2.2.2.2.1. Given AFI 13-203, define Air Force air traffic control contracting policy.

A2.2.2.2.2. Given AFI 13-213, describe the typical airfield contracting process.

A2.2.2.2.3. Given AFMAN 64-108, *Service Contracts*, define quality assurance evaluator.

A2.2.2.3. **Midair Collision Avoidance Program (MACA).** Given AFI 91-202, *The US Air Force Mishap Prevention Program*:

A2.2.2.3.1. Identify agencies responsible for the MACA program.

A2.2.2.3.2. Define the AOF officer's roles.

A2.2.2.3.3. List the essential areas to consider as parts of a MACA program.

A2.2.2.3.4. Evaluate the current MACA program according to this instruction.

A2.2.2.3.5. Prepare a sample pilot education briefing for your local MACA program.

A2.2.2.3.6. Discuss purpose and role of MACA literature and pamphlet.

A2.2.2.4. **Hazardous Air Traffic Report (HATR) Program.** Given AFI 91-202:

A2.2.2.4.1. Define the purpose of the US Air Force HATR Program and the responsibilities of the AOF/CC.

A2.2.2.4.2. Develop a HATR reporting checklist for your officer training location or analyze the one in use.

A2.2.2.4.3. Using your developed HATR checklist or an actual or simulated HATR situation, list the coordination and prepare sample documentation.

A2.2.2.4.4. List reportable events of the HATR Program, and discuss the difference between and when to file the AF Form 457, **USAF Hazard Report**; and the AF Form 651, **Hazardous Air Traffic Report**.

A2.2.2.5. **Aircraft Mishaps:**

A2.2.2.5.1. Given AFIs 91-204 and 13-203, define the purpose of the US Air Force Mishap Prevention Program and the responsibilities of the AOF/CC.

A2.2.2.5.2. Given AFI 91-204 and applicable supplements, develop an aircraft mishap checklist for your officer training location or analyze the one in use.

A2.2.2.5.3. Given AFI 91-204, from the student developed checklist or from the checklist in use, complete all checklist items from an actual or simulated aircraft mishap.

A2.2.2.5.4. Given AFI 91-204, state who is responsible for reporting US Air Force aircraft mishaps.

A2.2.2.5.5. Given AFI 91-204 and AFI 13-203, list steps taken when you suspect ATC equipment contributed to an aircraft mishap.

A2.2.2.6. **Base Airfield Operations Board (AOB).** Given AFI 13-203:

A2.2.2.6.1. Define the purpose of the base AOB.

A2.2.2.6.2. Identify or locate mandatory agenda items of the base AOB.

A2.2.2.6.3. Identify the base AOB membership.

A2.2.2.6.4. Identify when the base AOB meets.

A2.2.2.6.5. Given a written scenario of an AOB meeting, draft the minutes.

A2.2.2.7. **Bird/Wildlife Aircraft Strike Hazard (BASH):**

A2.2.2.7.1. Given AFI 91-212, *Bird/Aircraft Strike Hazard Management Techniques*:

A2.2.2.7.2. Identify ATC and Airfield Management's responsibilities within the BASH program.

A2.2.2.7.3. Identify agencies responsible for the BASH program and key members of the Bird Hazard Working Group.

A2.2.2.7.4. Identify flight operations considerations used to reduce the risk of bird activity.

A2.2.2.7.5. Evaluate the current BASH program by comparing it to AFI 91-212.

A2.3. BLOCK II - AIR TRAFFIC CONTROL AND LANDING SYSTEMS (AT CALS)

A2.3.1. **Flight Inspection:**

A2.3.1.1. Given AFJMAN 11-225, *US Standard Flight Inspection Manual*, list the different types of flight inspections.

A2.3.1.2. Given AFJMAN 11-225, list and define the three different types of facility status classifications.

A2.3.1.3. Given AFI 13-203 and AFI 13-216, define baseline, continuous and special ATCALS evaluations.

A2.3.1.4. Given AFI 13-203, AFJMAN 11-225 and AFI 13-216, state the requirements necessary to request flight evaluation support.

A2.3.1.5. Given AFI 13-203 and AFJMAN 11-225, identify requirements when a precision approach radar facility is overdue for a periodic flight inspection.

A2.3.1.6. Given AFJMAN 11-225, list the actions for an out-of-tolerance condition assigned to an ATCALS as a result of a flight inspection.

A2.3.1.7. Given AFJMAN 11-225, state requirements for facility data forms and who is responsible for their completion.

A2.3.1.8. Given AFI 13-203, discuss the responsibilities for tracking/reviewing reports.

A2.3.1.9. Given AFI 13-203, define the requirements for management, coordination, retention and distribution of flight inspection reports.

A2.3.1.10. Discuss the responsibilities of the AOF/CC to interface with the local communications squadron during flight inspections, to include all pre/post-coordination.

A2.3.1.11. Discuss AOF/CC responsibilities for ensuring flight check aircraft receive priority handling and for ensuring the personal needs of the flight check crew are met (meeting the plane, billeting, transportation, etc.).

A2.3.2. **System Management:**

A2.3.2.1. Given AFI 13-203, list the actions required to notify appropriate agencies of scheduled and unscheduled ATCALS outages.

A2.3.2.2. Given AFI 13-203 and an Instrument Flight Rules Enroute Supplement, describe the preventive maintenance process to include scheduling, coordination, notification and publication.

A2.3.2.3. Given AFI 10-707, *Spectrum Interference Resolution Program*, define the Electro-Magnetic Interference (EMI) reporting program and list the responsibilities of the base frequency manager.

A2.3.2.4. Given AFI 13-203, define ATCALS restoration policies and analyze the current LOP at unit of assignment.

A2.3.2.5. Given AFI 13-203, define facility staffing policies for maintenance support of ATCALS.

A2.3.2.6. Given AFI 13-203, list responsibilities of the ATC function under the NOTAM system.

A2.3.2.7. Given AFI 13-213, list the Base Operations responsibilities for the NOTAM system.

A2.3.3. **ATCALS Plans and Programs:**

A2.3.3.1. Given AFI 13-203, list the actions necessary to enter and remove ATCALS from the National Airspace System.

A2.3.3.2. Given AFI 13-203 and appropriate MAJCOM supplement, identify agenda items for an ATCALS Review Committee Meeting.

A2.3.3.3. If practical, prepare ATCALS agenda, attend meeting and prepare minutes for an ATCALS Review Committee Meeting.

A2.3.4. **Terminal Instrument Procedures (TERPS):**

A2.3.4.1. Given AFI 13-203, define the key TERPS responsibilities of the AOF/CC.

A2.3.4.2. Given AFJMAN 11-226, *US Standard for Terminal Instrument Procedures*, define the manual's purpose and scope.

A2.3.4.3. Given AFMAN 11-230, *Instrument Procedures*, define the manual's purpose and scope.

A2.3.4.4. Given AFMAN 11-230 and AFI 11-201, *Flight Information*, list the steps required to develop and coordinate instrument procedure packages, including environmental impact statements, at base level.

A2.3.4.5. Given AFMAN 11-230, list the steps required to process and publish instrument pro-cedure packages:

A2.3.4.5.1. With waivers.

A2.3.4.5.2. Without waivers.

A2.3.4.6. Given AFJMAN 11-226, outline basic procedures for determining the following:

A2.3.4.6.1. Approach segments.

A2.3.4.6.2. Descent gradients.

A2.3.4.6.3. Minimum descent altitudes.

A2.3.4.6.4. Decision height for all types of instrument approaches.

A2.3.4.7. Given AFMAN 11-230 and the appropriate unit self-assessment checklists from AFI 13-218, *Air Traffic System Evaluation Program*, describe methods available to the AOF/CC to ensure the health of the TERPS program.

A2.3.4.8. Given AFMAN 11-230, define the purpose and upkeep requirements of the Master Obstacle Map.

A2.3.4.9. Given AFMAN 11-230, define how obstacles, identified by the Chart Updating Manual (CHUM), been added/updated in the obstruction data base.

A2.3.4.10. Given AFMAN 11-230, describe the importance of ensuring the original AF Form 3628, **TERPS Automation Data Summary**, and AF Form 3629, **Obstruction Data**, have been correctly completed in conjunction with the master obstacle maps.

A2.3.4.11. Given AFMAN 11-230, describe the requirement for ensuring no-light minima is published on applicable approach plates.

A2.3.4.12. Given AFMAN 11-230, describe the need for ensuring airfield management and flying organizations notified of obstacle penetrations of 50:1 obstacle identification surface for diverse departure criteria.

A2.3.4.13. Given AFMAN 11-230, describe the requirement for waivers with appropriate sig-natures to be maintained in TERPS files.

A2.3.4.14. Given AFMAN 11-230, describe the requirement for a Minimum Vectoring Altitude Chart and considerations made for the floor of controlled airspace.

A2.3.4.15. Given AFMAN 11-230, describe the requirement for Minimum IFR Altitude Charts to be developed/revised whenever the MVAC is developed/revised.

A2.3.4.16. Given AFI 13-203, AFMAN 11-230 and FAAO 8240.36, describe the need for an FAA Form 8240-22, **Facility Data Sheet**, for each base ATCALS facility, to be prepared in conjunction with the facility CCTLR and ATCALS maintenance. If necessary, obtain the subject form from the nearest FAA facility/office.

A2.3.4.17. Given AFI 13-203, describe the need for data collected for airfield and NAVAID information (AF Forms 3628 and 3629) to match.

A2.3.4.18. Given AFMAN 11-230, describe the need for an environment impact analysis processed with each new procedure or revised procedure in which altitudes and ground tracks are altered.

A2.3.4.19. Given AFMAN 11-230, describe the need to review FAA Form 7460-1, **Notice of Proposed Construction or Alteration, and/or Special Aeronautical Studies**, for possible impact to instrument procedures, runway clear zones, MSAW and other TERPS data. If necessary, obtain the subject form from the nearest FAA facility/office.

A2.3.4.20. Given AFMAN 11-230, describe the need to compare FAA Form 7460-2, **Notice of Actual Construction or Alteration and/or Special Aeronautical Studies**, with FAA Form 7460-1. If necessary, obtain the subject forms from the nearest FAA facility/office.

A2.3.4.21. Given AFMAN 11-230, describe the need to address objections to FAA Forms 7460-1 that will affect instrument procedures to the AFREP. If necessary, obtain the subject form from the nearest FAA facility/office.

A2.3.4.22. Given AFMAN 11-230 and AFI 13-203, describe the importance of developing/revising the PIDP/MSAW at the same time/any time the MVAC is developed/revised.

A2.3.4.23. Given AFMAN 11-230 and AFI 13-203, define the need for appointing a primary and alternate TERPS specialist.

A2.3.4.24. Given AFMAN 11-230 and AFI 13-203, define the need for the primary and alternate TERPS specialists to complete the TERPS portion of AFJQZ 1C1X1-002.

A2.3.4.25. Given AFMAN 11-230, define the need for the annual TERPS review.

A2.3.4.26. Given AFMAN 11-220, define the need for a biennial review of the obstacle database and vegetation growth.

A2.3.4.27. Given AFMAN 11-230, describe the importance of the TERPS specialist's involve-ment in planned or completed changes to the airfield layout.

A2.3.4.28. Given AFMAN 11-230, define the need for FLIP reviews and how errors are corrected.

A2.3.4.29. Given AFMAN 11-230, define the need for a TERPS continuity book.

A2.3.4.30. Given AFMAN 11-230, define the need for a complete, stand-alone procedure package to be on file for each established procedure.

A2.4. BLOCK III - PERSONNEL MANAGEMENT AND TRAINING

A2.4.1. Qualifications and Responsibilities:

A2.4.1.1. Given FAR Parts 71 and 91 and AFI 13-203, describe the requirements necessary for initial qualifications in the ATC career field.

A2.4.1.2. Given AFI 13-203, describe the qualifications required for and the responsibilities of each of the following:

A2.4.1.2.1. Airfield Operations Flight Commander (AOF/CC).

A2.4.1.2.2. Airfield Operations Flight Operations Officer (AOF/DO).

A2.4.1.2.3. Airfield Operations Flight Systems Officer (AOF/SO).

A2.4.1.2.4. Chief Controller.

A2.4.1.2.5. Chief, Airfield Management.

A2.4.1.2.6. Chief, Air Traffic Control Training.

A2.4.1.2.7. Chief, Standardization and Evaluation.

A2.4.1.2.8. Chief, Air Traffic Control Automation.

A2.4.1.2.9. Air Traffic Control Automation Specialist.

A2.4.1.2.10. Watch Supervisor or Senior Controller.

A2.4.1.2.11. Chief, Base Operations.

A2.4.1.2.12. Terminal Instrument Procedures Specialist.

A2.4.2. Training, Qualification and Rating Requirements:

A2.4.2.1. Given AFIs 13-203 and 13-213, determine the upgrade/certification requirements for all AOF AFSCs.

A2.4.2.2. Given AFI 13-203, define the facility rating requirements for ATC personnel.

A2.4.2.3. Given AFI 13-203, list and define acronyms for ATC facility rating designation.

A2.4.2.4. Given AFI 13-203, identify who is responsible for controller proficiency.

A2.4.2.5. Given AFI 13-203, list those items identified for recurring training.

A2.4.2.6. Given AFI 13-203, define the Air Force dual-qualification policy.

A2.4.2.7. Given AFI 13-213, discuss how the AOF/CC ensures a comprehensive training program exists for Airfield Management/Base Operations personnel, to include upgrade, qualification, recurring and proficiency training.

A2.4.3. **ATC Certification Actions:**

A2.4.3.1. Given AFI 13-203, define the purpose of FAA Form 7220-1, **Air Traffic Control Specialist (ATCS) Certificate**, and FAA Form 8060-1, **Control Tower Operator (CTO) Certificate**. If necessary, obtain the subject forms from the nearest FAA facility/office.

A2.4.3.2. Given AFI 13-203, analyze the categories of AFSC/ATCS withdrawal actions.

A2.4.3.3. Given sample information, discuss the required memoranda for accomplishing the following:

A2.4.3.3.1. Cancel a facility rating or position certification.

A2.4.3.3.2. Suspend or reinstate an ATCS certificate.

A2.4.3.3.3. Withdraw an individual's ATC AFSC.

A2.4.4. **Medical Requirements.** Given AFI 13-203, define the medical requirements for ATC duty, policy on medication and use of drugs, use of alcohol, blood donations, minor medical procedures and duty not involving controlling status.

A2.4.5. **Manpower Management Actions:**

A2.4.5.1. Given applicable manpower standards (AFMS 13E1), complete the standards for the AOF at assigned unit.

A2.4.5.2. Given AFI 13-203, discuss emergency staffing level (ESL). Include factors to consider when determining ESL, actions to take when reaching ESL, reporting requirements and required actions.

A2.4.5.3. Given AFI 13-203, discuss procedures for conducting base level assessment.

A2.4.6. **Incentive Programs:**

A2.4.6.1. Given AFI 36-2923, *Aeronautical, Duty and Occupational Badges*, define the criteria for award of the ATC Badge.

A2.4.6.2. Given AFI 13-203, state conditions for revocation of authority to wear the ATC badge.

A2.4.6.3. Given AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Awards Program*, and hypothetical situation (or sterilized packages) conduct an aircraft save board and discuss the results.

A2.4.6.4. Given AFI 36-2807:

A2.4.6.4.1. Identify the Quarterly/Annual AOF and Wing awards.

A2.4.6.4.2. Analyze the contents of a local submission package for one of the annual awards.

A2.4.6.4.3. Prepare an outline of a typical nomination for one of the award categories.

A2.4.6.5. Discuss formal/informal recognition and incentive programs.

A2.4.7. **Personnel Management Actions:**

A2.4.7.1. Given AFIs 36-2105, 36-2101 and 36-2108, list the AFSCs and special experience identifiers (SEIs) applicable to the AOF officer and enlisted force.

A2.4.7.2. Given a copy of the Unit Personnel Management Roster, determine the position number of selected personnel.

A2.4.7.3. Given a copy of the Unit Manning Document, determine total authorizations for a selected facility.

A2.4.8. **Enlisted Evaluation System (EES).** Given AFI 36-2403:

A2.4.8.1. Define the requirement, frequency and procedures for conducting performance feed-back.

A2.4.8.2. Given a simulated scenario of an Air Force member's performance, prepare a perfor-mance feedback worksheet and perform a mock feedback session in a role-playing environment.

A2.4.8.3. Define the requirement, frequency and procedures for preparing enlisted evaluations.

A2.4.8.4. Describe the general procedure for obtaining endorsements on enlisted evaluations.

A2.4.8.5. Given a simulated scenario of an Air Force member's performance, draft an enlisted evaluation report.

A2.4.8.6. Given simulated performance reports, edit for clarity.

A2.4.8.7. Describe comments that are inappropriate for enlisted evaluations.

A2.4.8.8. Discuss referral evaluations.

A2.4.8.9. Discuss the impact of the EES on the enlisted promotion system. (Place emphasis on senior NCO promotions.)

A2.4.9. Civilian Appraisal System. Given AF 36-1001, define the requirements and procedures for conducting civilian performance appraisals.

A2.5. BLOCK IV - CONTINGENCY OPERATIONS AND PLANNING

A2.5.1. **Combat Airspace Management.** Given Joint Publication (JP) 3-52:

A2.5.1.1. Describe the purpose of the Joint Task Force.

A2.5.1.2. Describe the need for airspace control in a combat area and the primary consideration used to develop a combat airspace system.

A2.5.1.3. Describe the role of the airspace control authority.

A2.5.1.4. Describe the apportionment and allocation processes in airspace management.

A2.5.1.5. Describe the process for control and coordination of air resources.

A2.5.1.6. Define the function of the key elements of the Theater Air Ground System (TAGS).

A2.5.1.7. Describe the fundamental principles of the TAGS.

A2.5.1.8. Given the Foreign Clearance Guide, discuss procedures for obtaining diplomatic clearances and situations which might require them.

A2.5.2. **Combat Communications Group (CCG):**

A2.5.2.1. Given the Air Force Program Guidance Letter, discuss the organization, structure and mission of combat communication units.

A2.5.2.2. Given the Air Force Program Guidance Letter, discuss the types of equipment owned by Combat Communications units and the functions of each.

A2.5.2.3. Given AFI 10-414, *Requesting and Employing Combat Communications Resources in Peacetime*, list the steps necessary to obtain combat communications support and prepare a request for mobile assets.

A2.5.3. Combat Readiness. Given AFIs 13-203, 13-213, 13-220 and 10-403, *Deployment Planning*:

A2.5.3.1. Describe the operational concept in a combat theater or area of responsibility.

A2.5.3.2. Describe the Expeditionary Air Force concept.

A2.5.3.3. Given the Aerospace Expeditionary Force Unit Type Code (UTC) taskings for the OTP base, evaluate the local AOF system's ability to meet the AOF taskings. NOTE: If the base is not tasked, simulate a reasonable number of UTC taskings for this exercise.

A2.6. **BLOCK V - QUALITY ASSURANCE PROGRAMS**

A2.6.1. **Air Traffic System Evaluation Program (ATSEP).** Given AFI 13-218:

A2.6.1.1. Define the purpose and scope of the USAF ATSEP.

A2.6.1.2. Define the objectives of the USAF ATSEP.

A2.6.1.3. Define ATSEP responsibilities:

A2.6.1.3.1. AFFSA/XA.

A2.6.1.3.2. MAJCOMs.

A2.6.1.3.3. Senior operational commander.

A2.6.1.3.4. ATSEP teams.

A2.6.1.4. Define AOF formal/informal responsibilities and appropriate courtesies when hosting an ATSEP team.

A2.6.1.5. Given a specific checklist from AFI 13-218, execute the checklist at the OTP site. Include information proving compliance or non-applicability status and actions necessary to correct discrepancies. Report findings to the COTP in the same format as AFI 13-218.

A2.6.1.6. After reviewing a sample or actual ATSEP report, list the appropriate follow-up actions.

A2.6.2. **USAF Inspection Systems.** Given AFI 90-201, *Inspector General Activities*:

A2.6.2.1. Define the USAF Inspection System Program's overall objective.

A2.6.2.2. Define the rating standards for each program.

A2.6.2.3. Given available checklists, discuss how these checklists are used to evaluate the local AOF operation.

A2.6.2.4. Define Operational Readiness Inspection (ORI).

A2.6.2.5. List the main objectives of ORIs.

A2.6.2.6. Define Operational Readiness Exercise (ORE).

A2.6.2.7. Given a simulated discrepancy found during an ORE or ORI, draft a response to a discrepancy.

A2.6.3. **Airfield Operations Flight (AOF) Measurement Tools.** Given AFI 13-203 and appropriate MAJCOM supplements:

A2.6.3.1. Discuss the following evaluations:

A2.6.3.1.1. Annual.

A2.6.3.1.2. Facility.

A2.6.3.1.3. Special.

A2.6.3.2. Discuss the purpose of the training record review and demonstrate the review process of an entire training record.

A2.6.3.3. Discuss the Pilot/Controller Liaison Program.

A2.6.3.4. Discuss various ways of using customer feedback surveys.

A2.6.4. **Crew Resource Management (CRM).** Given ATM 06-A:

A2.6.4.1. Define the goal and objectives of the CRM Program.

A2.6.4.2. Define the fundamental principles and concepts of CRM.

A2.6.4.3. Complete ATM-06-A and document prior to graduation (N/A for 4-week course students).

Attachment 3

MANAGEMENT TRAINING SCHEDULE

Note: This is a sample schedule for management training and will be followed to the maximum extent possible. COTPs must exercise good judgment when adjusting the schedule to ensure the program continues on-time.

Day 1	Day 2	Day 3	Day 4	Day 5
Orientation............8 hrs	Organization and Chain of Command.................3 hrs General Office Administration ....3 hrs Administrative Procedures. ....1.5 hrs Project Time............1/2 hr **Block 1, Part 1 Projects Assigned**	Administrative Procedures ....1.5 hrs Gen Flt Rules.........1.5 hrs Airspace.............2 hrs Airfield Facility Operations ....1 hr Bk 1, Part 1 Rev ....1.5 hrs Project Time ....1/2 hr	Block 1 Part 1 Test and Review ......2 hrs FBO Visit..............4 hrs Project Time ....2 hrs	Airfield Mgt............5.5 hrs Project Time.........2.5 hrs **Block 1 Part 1 Projects Due**

Day 6	Day 7	Day 8	Day 9	Day 10
Contracting Services...3 hrs MACA ....1.5 hrs HATR ....1.5 hrs Mishaps................1.5 hrs Project Time ....1/2 hr **Block 1 Part 2 Projects Assigned**	AOB..............2 hrs BASH...............2 hrs Bk 1, Part 2 Rev ......1.5 hrs Project Time...........2.5 hrs	Block 1 Part 2 Test and Review ....2 hrs Project Review (Block 1, Part 1).............1 hr Flight Inspection........2 hrs System Mgt..........1 hr ATCALS ....1 hr Project Time ....1 hr **Block 2 Project Assigned**	TERPS ....6 hrs Block 2 Review .....1.5 hrs Project Time ....1/2 hr	Bk 2 Test/Review......2 hrs Project Time...........6 hrs **Block 1 Part 2 Projects Due**

Day 11	Day 12	Day 13	Day 14	Day 15
Qualifications and Responsibilities........4 hrs Training, Qualification, and Rating Reqts..........2 hrs Project Time.............2 hrs **Block 2 Projects Due**	ATC Certification Actions ....2 hrs Medical Reqts ....1/2 hr Manpower Management Actions ....2 hrs Study Time...........3.5 hrs (Issue Save Board materials)	Project Review (Block 1, Part 2) ....1.5 hrs Incentive Pgms ....3 hrs Personnel Management Actions ....2 hrs Study Time ....1.5 hrs	Project Review (Block 2) ....1 hr EES..............3.5 hrs Civilian Appraisal System ....1/2 hr Block 3 Review .....1.5 hrs Project Time ....1.5 hrs **Block 3 Projects Assigned**	Block 3 Test and Review ....2 hrs Combat Airspace Management...........3.5 hrs Combat Comm Group ....2 hrs Project Time ....1/2 hr

Day 16	Day 17	Day 18	Day 19	Day 20
Combat Readiness....2 hrs Block 4 Review......1.5 hrs Project Time.........4.5 hrs	Block 4 Test and Review ....2 hrs ATSEP ....3 hrs USAF Inspection Systems ....2 hrs Project Time............1 hr **Block 3 Projects Due** **Block 5 Project Assigned**	Airfield Operations Flight Measurement Tools ..2 hrs CRM................1 hr Block 5 Review ....1.5 hrs Project Time.........3.5 hrs	Block 5 Test and Review ....2 hrs Block 3 Project Review ....2 hrs Project Time............4 hrs **Block 5 Project Due**	Block 5 Project Review ....2 hrs Management Course Wrap Up Transition to Operational Training Critique "Short Course" Graduation